



Department of Medical Assistance Services
600 East Broad Street, Suite 1300
Richmond, Virginia 23219

www.dmas.virginia.gov

MEDICAID MEMO

TO: All Medical Providers of Non-emergency, Outpatient
MRI/CAT/PET Scans

FROM: Patrick W. Finnerty, Director
Department of Medical Assistance Services (DMAS)

MEMO Special
DATE 3/28/2005

SUBJECT: New Billing Requirements for Non-emergency, Outpatient
MRI/CAT/PET Scans – Effective May 1, 2005

The purpose of this memorandum is to notify you that all non-emergency, outpatient MRI/CAT/PET scans that were prior authorized with a one-to-five digit code before January 3, 2005, must be billed and processed on or before April 30, 2005.

On January 3, 2005, DMAS implemented an enhancement to its Prior Authorization (PA) system that altered the number of digits in the PA number you were given in order to bill for services rendered. Prior to January 3, 2005, the “review number” you were given was one-to-five digits in length. With the new enhancements, the PA number now has 11 digits. It is important to remember that, before you schedule an outpatient MRI/CAT/PET scan for a Medicaid-eligible patient, you must obtain the new 11-digit PA number from the ordering physician’s office. Without this number on your claim for the services rendered, you will not be reimbursed.

Effective May 1, 2005, any claim submitted without an 11-digit PA number will not be paid. All scans that were authorized prior to January 3, 2005, and which carried a one-to-five digit review number, must be billed and processed prior to May 1, 2005. Hospitals must bill the technical component of the scan on the UB-92 Claim Form, filling Block 63 with the PA number. The physician, who reads the scan and signs the final report, bills on the CMS-1500 Claim Form, filling Block 23 with the PA number. Freestanding scanning facilities must bill both components on the CMS-1500 Claim Form, filling Block 23 with the PA number. Please refer to Chapter V of the *Hospital, Physician, and Independent Lab Provider Manuals* for any other billing information you require. This information can be accessed online at www.dmas.virginia.gov.

In the event that you have unsuccessfully attempted to bill within the time frames advised above and it is within one year of the date of service, you may contact our pre-authorization contractor to request a change from your original one-to-five digit PA number to one carrying the necessary 11-digit PA number. You will need to provide the original one-to-five digit PA number. This process may be carried out telephonically by calling:

1-804-648-3159	Richmond area and out-of-state long distance
1-800-299-9864	All other areas (in-state, toll-free long distance)

Once you have obtained an 11-digit replacement PA number, you will need to rebill with this new PA number on your claim.

ELIGIBILITY AND CLAIMS STATUS INFORMATION

DMAS offers a web-based Internet option to access information regarding Medicaid eligibility, claims status, check status, service limits, prior authorization, and pharmacy prescriber identification information. The website address to use to enroll for access to this system is <http://virginia.fhsc.com>. The MediCall voice response system will provide the same information and can be accessed by calling 800-884-9730 or 800-772-9996. Both options are available at no cost to the provider.

COPIES OF MANUALS

DMAS publishes electronic and printable copies of its Provider Manuals and Medicaid Memoranda on the DMAS website at www.dmas.virginia.gov (*please note the new DMAS website address*). Refer to the Provider Column to find Medicaid and SLH Provider Manuals or click on "Medicaid Memos to Providers" to view Medicaid Memoranda. The Internet is the most efficient means to receive and review current provider information. If you do not have access to the Internet or would like a paper copy of a manual, you can order it by contacting Commonwealth-Martin at 804-780-0076. A fee will be charged for the printing and mailing of the manuals and manual updates requested.

"HELPLINE"

The "HELPLINE" is available Monday through Friday from 8:30 a.m. to 4:30 p.m., except on state holidays, to answer questions. The "HELPLINE" numbers are:

1-804-786-6273	Richmond area and out-of-state long distance
1-800-552-8627	All other areas (in-state, toll-free long distance)

Please remember that the "HELPLINE" is for provider use only. Please have your Medicaid provider identification number available when you call.